

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 12 OCTOBER 2023**

- * Councillor Follows – Chair
- * Councillor Weightman – Vice Chair

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| <ul style="list-style-type: none"> * Councillor Adam 0 Councillor Clayton * Councillor Crooks * Councillor Crowe 0 Councillor Downey * Councillor Heagin * Councillor Holliday * Councillor Kiehl | <ul style="list-style-type: none"> 0 Councillor Martin * Councillor PS Rivers * Councillor PMA Rivers * Councillor Steel 0 Councillor Taylor * Councillor Thomson * Councillor Williams |
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* Present # Absent & No Apology Received 0 Apology for Absence L Late

303. MINUTES

The Minutes of the meeting held on 7 September 2023, having been previously circulated were signed by the Chair as a true record.

304. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

305. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

306. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

307. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

308. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since 8 September 2023	226,883.25
Receipts received since 8 September 2023	577,504.24
Balance held in HSBC Current Account	
Balance at 12 October 2023	48,861.42
Balance held in the HSBC Business Deposit Account	
Balance at 12 October 2023	1,103,577.42
CCLA Deposit Account	
Balance at 12 October 2023	650,000.00

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chair should sign the schedule of accounts paid.

309. BUDGET MONITORING

Members considered a budget monitoring report to 30 September 2023 (detailed report attached to record minutes).

Members requested that whenever an item mentioned in the budget monitoring report had been discussed in a Committee meeting, that the minute reference be included. Also, that where Financial Regulation 4.5 is invoked, that the item show that this was the case.

310. FEES & CHARGES 2024/25

Members considered Officers' recommendations for fees and charges for 2024/25 and resolved to:

- agree the fees and charges for community buildings and allotments for the civic year 2024/25;
- request a benchmarking report of cemetery charges of burial authorities in surrounding areas; and
- request an estimate of the number of unsold plots at Eashing Cemetery.

311. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted the progress therein.

312. DELGATED AUTHORITY

Members noted that due to the failure of the septic tank system at Eashing Cemetery and in order to reduce the period of time and cost for using temporary Portaloo facilities, which are unsatisfactory for both staff and those attending a funeral, the Town Clerk has used delegated authority provided under the Council's Scheme of Delegation for reasons of Health & Safety and welfare of staff and users of Eashing Cemetery to rectify the failure. This will also reduce the recent need to pump out the tank at least once per month to the recommended once per year.

Members further noted that the original estimate for the cost of works was £2,500, but that as works progressed it became evident the cost would be higher. Members therefore approved an additional £5,000 to complete the works.

Costs to be contained within Cemeteries budget due to its above budget revenues.

313. POLICY DOCUMENT REVIEW

Members reviewed the policy document listed below and agreed to resolve to recommend adoption by Full Council.

- [Exercise of Employer Discretions](#)

314. SAFEGUARDING REPORT Q3 2023

Members received and noted the Safeguarding report for Q3 2023.

Members were advised that for operational efficiencies, the Youth Officer was being trained to complete DBS checks for youth staff. The Community & Communications Officer would continue to be responsible for DBS checks relating to the museum and community buildings.

315. ELECTRIC VEHICLE UPDATE`

At the meeting on 7 September 2023, Members resolved to agree the purchase of an electric tipper at a cost up to £32,000 and the disposal of the Peugeot Partner (Min No 227-23 refers). Unfortunately, the vehicle identified for purchase is no longer available and the potential alternative that the Town Clerk selected has come in at a cost of £37,500 which exceeds the authorisation this Committee gave.

Members requested that a report come back to this Committee providing comparative data for vehicles that fit all requirements stipulated by the Maintenance team and for a range of alternative fuelling options to include:

- Petrol
- Diesel
- Hybrid
- Electric

Acknowledging the ever-changing technological advances surrounding green alternatives, Members also requested that leasing options be considered.

Members authorised the Maintenance team to hire a van temporarily to continue to be able to provide the normal level of services; costs to be contained within the Cemeteries budget.

316. CALA HOMES DEVELOPMENT AT AARONS HILL

Cala Homes has advised that it is expecting to complete its development, including sales, next summer. Part of this development was the provision of a community hall which Waverley Borough Council intends to be owned and administered by Godalming Town Council as part of the S106 agreement.

Cala Homes has requested that the process for transferring the community hall commences now given it can be a lengthy process.

Members resolved to agree they wish to pursue the transfer of a community hall from Cala Homes to Godalming Town Council.

Members authorised the Town Clerk and Responsible Finance Officer, in conjunction with the Leader of the Council, to negotiate the asset transfer on behalf of Godalming Town Council.

317. HEALTH & SAFETY

Members noted that following on from a site visit at Eashing Cemetery, it was observed that the recommendation from the Fire Risk Assessment completed by an external professional had not yet been implemented. The recommendation was as follows:

Gas cylinders and fuel storage be moved to dedicated enclosures within the compound outside the building.

The Facilities Supervisor took immediate action to rectify this situation by purchasing a Hazardous Materials storage container which was delivered on 5 October 2023. All gas cylinders and fuel are now stored as recommended.

318. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/MAYEN ASSOCIATION

The report on the Godalming/Mayen Association was deferred to a future meeting.

319. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

The report on Sport Godalming was deferred to a future meeting.

320. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

The report on the Fairtrade Steering Group was deferred to a future meeting.

321. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting to be publicised.

322. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 November 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

323. ANNOUNCEMENTS

There were no announcements.